



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 550 – TIME SHEET PREPARATION

**GENERAL ORDER:** 2003-08

**ISSUED:** June 30, 2003

**EFFECTIVE:** June 30, 2003

**ACTION:** Amends General Order 1999-149 (December 20, 1999)

#### **550.00 BIWEEKLY TIME SHEET**

- A. The biweekly "Time Sheet" (Form PT-43) shall be used for reporting regular time worked, roll call overtime, holiday premium pay, special duty pay, shift differential, and time paid but not worked.
- B. Signed biweekly "Time Sheets" shall be kept in alphabetical order at work locations and returned to the assigned rack after individual members and desk personnel have made the necessary daily entries on them.

#### **550.05 PRE-PRINTED HEADINGS ON BIWEEKLY TIME SHEETS**

Each biweekly "Time Sheet" shall have the following pre-printed information:

Member's last name, first name and initial

Job Code

Job Title

Work location number

People Soft® I.D. number

#### **550.10 MEMBER'S RESPONSIBILITY**

##### **A. REPORTING TIME PROPERLY**

- 1. Total time worked daily must equal eight hours unless a tour of duty is not completed. Time reported daily must equal eight hours (plus roll call) if a member is to be paid for a full eight hours. The time worked on each performance code shall be recorded to the nearest tenth of an hour.
- 2. Enter the hours worked daily on the "Total Hours Worked" line for the biweekly pay period.
- 3. All entries shall include at least two digits and a decimal point if time was less than one hour (i.e., 18 minutes - the entry shall be 0.3 rather than .3). Whenever the entry is a whole number without a fraction of an hour, the entry shall be the number of hours and the decimal point followed by a zero, i.e., 7.0 rather than 7, 2.0 rather than 2, and 40.0 rather than 40.

**B. FILLING IN TIME SHEET**

1. **Each member shall fill in the body of the biweekly "Time Sheet" in black ink daily.** The time recorded on this form will be regular time worked and "Hours Paid But Not Worked." Time reported must be cross-totaled by the member and **must balance.**
2. Members must sign their own biweekly "Time Sheet" providing that they are not on sick or injury leave. The signature on the biweekly "Time Sheet" serves as verification of the correctness of time as reported, and also as authorization for office staff to enter time in the On-Line Time Entry System.

**Note: Overtime, other than roll call, special duty pay, and holiday premium pay, shall be reported on Forms PO7C (comp overtime), PO7P (paid overtime), PO7H (civilian holiday overtime).**

**C. PERFORMANCE CODES**

1. Record time daily with the Account Codes or Project/Grant applicable to the work performed and under the proper day of the week. The reverse side of the biweekly "Time Sheet" has a listing of the proper account codes.
2. Use only those account codes that are valid for the respective work location.

**D. HOLIDAY PREMIUM AND SPECIAL DUTY TIME**

If members of the police force are eligible for "Holiday Premium" and/or "Special Duty Pay" during the pay period, the hours worked shall be charged to an account code with the proper "Earn" code inserted in the "Earn Code" column on the top portion of the time sheet only. Explanations are required on the reverse side of the time sheet for acting desk sergeant, etc., indicating the dates and the position.

**E. DIFFERENTIAL PAY**

This applies to eligible civilian members and police aides. Applicable hours worked that day are to be charged to an "Account Code", "Earn Code", and include the proper shift code in the "Shift Code" column.

**F. REPORTING ROLL CALL OVERTIME**

Roll Call (Paid Code 081, Comp. Code 086) where applicable, is to be entered daily in the appropriate "Roll Call" boxes - Total Daily Hours Worked. At the end of the pay period, enter the total in the "Total Hours" column. Roll Call on a "Holiday Premium Day" requires no special code designation.

**G. REGULAR OFF DAYS**

Four regular off days are to be indicated by writing "REGULAR OFF" on the front of the biweekly "Time Sheet" in the column for that day.

1. **Members of the police force** shall work shifts of eight (8) consecutive hours, which in aggregate shall result in an average of forty (40) hours per week. Members must have four (4) scheduled days of rest for each pay period.
2. **Civilian members** must have two (2) regular off days assigned each calendar week, in addition to any holiday off days that fall within that calendar week as designated by Common Council Ordinance. Civilians may be required to work overtime on holidays, as their work location schedule requires. When this occurs, civilian members must be carried as "Holiday Off" on their biweekly "Time Sheet" and must submit Form P07H (civilian holiday overtime) for the hours worked.

#### H. SUSPENDED WITHOUT PAY

If a member is suspended without pay, write "Suspended W/O Pay" in the column for each workday so suspended. An explanation must also be entered in the "Comments" section on the back of the biweekly "Time Sheet". If a member is suspended on a Departmental Personnel Order, that number should be listed on the back of the biweekly "Time Sheet".

#### I. HOURS PAID NOT WORKED ENTRIES

For all paid off time (vacation, sick, holiday off, etc.), enter the number of hours at the bottom of the biweekly "Time Sheet" in the appropriate box with corresponding Earn Code. At the end of the pay period, enter the total hours for each Earn Code. (Additional Earn Codes can be found on the reverse side of the biweekly "Time Sheet".)

**Note: Civilian members are to enter a 2nd or 3rd shift code (not Saturday or Sunday) for time paid but not worked for vacation, holiday off, sick or injury time, but no other code.**

#### **550.15 DESK OR SUPERVISORY RESPONSIBILITY**

- A. Supervisors shall ensure that the bottom section of the biweekly "Time Sheet" (Hours Paid But Not Worked) was properly recorded.
- B. Supervisors shall ensure that the reverse side of the time sheet is completed accurately by ensuring that the biweekly "Time Sheet" is signed by the employee and that any required explanations are entered in the "Comments" section.
- C. "Total Hours Reported" must equal 80.0 hours without roll call hours if the member is to be paid for a full pay period.

#### D. LEAVE WITHOUT PAY

Whenever members are paid for less than 80 hours in a biweekly pay period for any reason other than suspension without pay per Departmental Order or retirement, their commanding officer or designee **shall** notify the Payroll Section of this fact by telephone **REDACTED** immediately following its occurrence. If the Payroll Section is closed, notification may be made by e-mail (or by telephone at 8:00 a.m. on the next business day). Notifications shall include the following information:

1. Name of member
2. People Soft® I.D. number
3. Member's work location
4. Date(s)/hour(s) off payroll during pay period
5. Hours paid during pay period\*
6. Reason off payroll
7. Expected return-to-work date\*\*

A "Department Memorandum" report shall be submitted to the Payroll Section within 24 hours after the verbal/electronic notification.

\*This initially may only be an estimate; provide actual hours to Payroll Section at end of pay period.

\*\*This may be an estimate; notify the Payroll Section by telephone immediately when the member returns to work and confirm in writing within 24 hours following phone call.

#### E. SHIFT COMMANDER RESPONSIBILITY

The shift commander or designee shall review the biweekly "Time Sheets", approve them by placing his or her signature in the area "Approved By", and be responsible for the following:

1. Ensure that all totals are entered and correct.
2. Ensure that the earn codes were inserted in the "Earn Code" column only, shift codes inserted in the "Shift Code" column only, and account codes in the "Account Code" column only. **Verify that the correct codes were used and that the member was eligible.**
3. Review the biweekly "Time Sheet" and sign the member's name for personnel on extended leave, followed by the shift commander's initials.
4. Check that required explanations have been entered on the reverse side of the time sheet.
5. Ensure that all directives regarding the pyramiding of overtime are strictly enforced, especially as it relates to court and roll call overtime.

6. Ensure that all biweekly "Time Sheet" entries are made and approved into the On-Line Time Entry System by **11:59 p.m. Monday, following the close of the pay period.**

**F. TRANSFER OF PERSONNEL DURING A PAY PERIOD**

1. The location number on a member's biweekly "Time Sheet" must be manually changed to indicate the new assignment location number and the sheet then forwarded to new location assignment immediately.
2. Form PN-2 (Notice of Change in Registered Information) must be completed for all intra-district location changes and must reach the Payroll Section by the first Friday of the pay period in which the change is effective. The work location receiving the transferred member shall be responsible for ensuring that the PN-2 is completed and promptly forwarded.

**550.20 ADJUSTMENTS**

- A. Actual adjustments of time paid or time reported on a previous pay period will only be made by the Payroll Section (Adjustments for scrub machine rates and special supervisor pay are to be prepared and approved by a supervisor in the Maintenance Services Section.)
- B. Any error of time paid or time reported must be explained on a separate "Department Memorandum" report by the shift commander or designee for each member's time in error and submitted to the Payroll Section. Supervisor's approval must appear on the face of the report.
- C. Repeated reporting errors will not be tolerated and may result in disciplinary action.
- D. Adjustments for change of status from "Sick-Old Injury" to "Duty Injury Leave," or vice-versa, will be made by the Payroll Section upon approval by the Employee Benefits Division.

**550.25 STORAGE OF BIWEEKLY TIME SHEETS AFTER PROCESSING**

Biweekly "Time Sheets" (Form PT-43) shall be filed at the respective work locations and retained for seven years according to the Department retention schedule.

**550.30 DAILY DUTY ASSIGNMENT REPORT (FORM PD-2)**

**A. PROCEDURE**

1. Each location shall maintain a "Daily Duty Assignment Report" (Form PD-2) to record the actual assignment of members on days worked. The PD-2 (signed hard copy) shall be the official Departmental record regarding the assignment of members at all work locations.

2. The PD-2 may be completed at any time during the shift; however, the PD-2 must accurately reflect the status of all members for the entire shift. Therefore, it may be prudent to print the PD-2 towards the end of the shift.
3. Shift commanders shall ensure that the PD-2 and the biweekly "Time Sheet" (Form PT-43) are accurate and consistent.
4. Shift commanders shall affix their signature to the PD-2, acknowledging that it is accurate.
5. Each work location shall also maintain a "Daily Roll Call" (Form PD-17), which has an established retention schedule of seven years.

**Note: All other reports, documents, etc. that are used to assist with scheduling shall not be considered official Departmental records regarding the assignment of members.**

**B. RETENTION**

1. The electronic PD-2 shall be saved daily to the MPD computer network using the format of MMDDYY (i.e., June 1, 2003 will be saved as 060103).
2. Each work location shall retain the electronic PD-2 for a maximum of 14 days.
3. The signed hard copy of the PD-2 shall be retained for seven years according to the Department retention schedule.



ARTHUR L. JONES  
CHIEF OF POLICE